

New Employee Orientation

(SAID: 80000)

DATE/TIME:	26 August 2005 (0800-1600)
COST:	None
DESCRIPTION:	Civilian Personnel Instruction (CPI) 410 requires an orientation for all newly assigned U.S. civilian employees upon accession. To satisfy this requirement, RTO Yokosuka schedules this orientation quarterly. The orientation includes civilian personnel matters (with an emphasis on overseas employment), position classification, employment/staffing, payroll, overseas living allowances, travel, employee relation, equal employment opportunity, safety, and training.
ELIGIBILITY:	New employees just entering civilian service.
VENDOR:	Commander U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO)
LOCATION:	HRO Training Classroom (Bldg.#1472)
POC:	Commander U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO), N114 at 243-8182.
NOMINATION PROCEDURES:	Nomination should be made NLT 15 Aug 05 by correspondence or by calling DSN 243-8182.
NOTE:	No parking available at HRO